

Debtor Notices of Electronic Filing (DeNEF)

The U.S. Bankruptcy Court for the Northern District of West Virginia offers debtors the opportunity to obtain electronic copies of all documents filed in their individual or business bankruptcy case. The benefits of signing up for DeNEF include:

1. You will receive your court notices and orders approximately five days faster. With DeNEF you can receive an electronic notification with an attached PDF file of every notice or order entered in your case by the Bankruptcy Court or Clerk's Office approximately 3-4 minutes after it is entered. By failing to sign up for DeNEF, court orders and notices are sent to the Bankruptcy Noticing Center, which two days later, places the paper notice in the U.S. Mail.
2. You will receive an electronic notification with an attached PDF of every document filed in your case by non-court users 3-4 minutes after the document is filed with the Bankruptcy Clerk. Stay informed with what is happening in your case. Receive electronic notice of every claim filed by a creditor, and every document filed by an attorney even if the attorney did not specifically list you on the document's certificate of service.
3. You can downloading and store important documents. The electronic notification with attached PDF allows you one "free look" at the document. After opening the document, you can download it, and then view it whenever you wish. You will no longer have the need to request copies from the Clerk's Office, which cost \$0.50 per page. To view the document a second time (because you failed to download and save it) will require a PACER account, which can be obtained at: <http://www.pacer.gov/register.html>
4. Convenience. Access court notices, orders, and all documents filed in your case anywhere you have internet access. Don't miss important deadlines. Get the same access to court documents as an attorney.
5. Its free, its convenient, and there is no lost paper.

Debtors requesting participation in the DeNEF program must complete the Debtor's Request for Notices of Electronic Filing and agree to the terms and conditions therein.

Frequently Asked Questions

What is DeNEF?

Debtor Notices of Electronic Filing is a free and voluntary service that allows debtors to request delivery of Court orders and Clerk's Office notices through email rather than U.S. Mail. As an added benefit, debtors will receive electronic copies of every document filed in the bankruptcy case. These non-court generated documents include motions filed by attorneys and proofs of claim filed by creditors.

What is the BNC?

The Bankruptcy Noticing Center (BNC) provides services to bankruptcy courts by sending court notices and orders to parties. The court generates the order or notice and electronically sends it to the BNC. Two days later, the BNC places the order or notice in the U.S. Mail. By signing up for DeNEF, you bypass the BNC process and its associated delay.

What are Court Orders and Clerk's Office Notices?

Court orders and Clerk's Office notices refer to documents created and filed by the bankruptcy court. These documents include, but are not limited to:

- Notice of the Meeting of Creditors
- Notice providing a deadline to file a response to motions filed with the Court
- Notice setting or cancelling a hearing
- Notice of Requirement to Complete Course in Financial Management
- Notice of Deficient Documents
- Order on Motion for Relief from the Automatic Stay
- Order Confirming Chapter 13 Plan
- Order Granting Bankruptcy Discharge

Who Sends Me Email?

By enrolling in DeNEF, you are registering your email address with the Bankruptcy Court for the Northern District of West Virginia. You will receive email from wvnb_ecfhelp (West Virginia Northern Bankruptcy Electronic Case Filing Help). A sample is shown below. Do not reply to these emails.

Subject: 1:12-bk-00009 CH7 Hearing (Document) Sched/Cont/Resched - [REDACTED]
From: wvnb_ecfhelp
To: Courtmail
Date: 05/30/2014 03:20 PM

*****NOTE TO PUBLIC ACCESS USERS***** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.

U.S. Bankruptcy Court

Northern District of West Virginia

Notice of Electronic Filing

The following transaction was received from as entered on 5/30/2014 at 3:19 PM EDT and filed on 5/30/2014

Case Name: [REDACTED]
Case Number: [1:12-bk-00009](#)
Document Number: [378](#)

Docket Text:

Hearing Scheduled Re: (Related Doc # [360] Amended Objection to Exemptions [REDACTED])
[REDACTED] Hearing Scheduled for 6/3/2014 at 10:30 AM at L. Edward Friend II Bankruptcy Courtroom. (as)

The following document(s) are associated with this transaction:

1:12-bk-00009 Notice will be electronically mailed to:

What is the Length of Enrollment in DeNEF

Once a debtor's email account is activated, it will remain active for the duration of the debtor's bankruptcy case, unless: (1) the account is automatically disabled due to an email transmission failure (email bounce-back), or (2) the debtor files a request to deactivate the account. A debtor may deactivate an account at any time. Upon the closing of your bankruptcy case, your email address is deleted. If you refile another case, you will need to submit a new DeNEF request form.

Can I request receipt of documents by both email and U.S. Mail?

No.

Can others see my email address?

Yes. All other participants in the case that have registered email addresses with the court will be able to view your email address by searching certificates of service on the court docket.

I accidentally deleted my email. Can the notice be resent to me?

No. If you accidentally deleted a notice, contact your attorney or the Clerk's Office. If you accidentally deleted your email, court documents may be viewed by obtaining a Public Access to Court Electronic Records ("PACER") account: <http://www.pacer.gov/register.html>. Pacer documents are available for public viewing for 10 cents a page, but a user is able to obtain \$15.00 in charges per quarter without being billed. PACER charges are changed from time to time.

I filed jointly with my spouse, can we both use the same email account?

Yes.

I filed jointly with my spouse, do we both have to request DeNEF?

No, but if you both request enrollment in DeNEF, you must submit to DeNEF request forms.

What should I do if I want to change my email account?

Complete an updated DeNEF form, which is available on the Court's website, www.wvnb.uscourts.gov, and mail the completed form to: Bankruptcy Clerk's Office, P.O. Box 70, Wheeling WV 26003.

Can I file documents with the Bankruptcy Court via email?

No. The Bankruptcy Clerk's Office does not accept court filings via email. If you have an attorney, then your attorney should file all documents on your behalf. If you do not have an attorney, you must mail documents to the Bankruptcy Clerk, P.O. Box 70, Wheeling WV 26003. All documents filed by you must have your original, wet signature.

I filed a new bankruptcy case, is my old DeNEF account information still good?

No. The DeNEF program is case specific. You must register to receive notices of electronic filing in your newly filed case. Any email address you provided in your old case will be deleted from your case at the time it is closed.

I filed a Chapter 7 Bankruptcy Case, Should I Sign Up for DeNEF?

In most cases, probably not. For a simple Chapter 7 case, you will generally only receive a notice setting the date for your meeting of creditors and the order of discharge and case closing. If you anticipate having a complex Chapter 7 case with many court filings, then you may want to consider DeNEF registration.

I filed a Chapter 11, 12 or 13 Case, Should I Sign Up for DeNEF?

Probably yes. For example, a successful Chapter 13 case can last 3-5 years, and generally have between 75 and 150 docket entries. If you anticipate actively monitoring your email account over this 3-5 year period, then DeNEF will provide you with added benefits. If you do not actively monitor your email account, then you are in danger of missing important notices and orders. In Chapter 11, 12 and 13 cases, most of the case activity takes place before confirmation. Because the DeNEF program is voluntary, you may choose to end your email participation after confirmation and rely on paper notices through the U.S Mail.

Requirements

1. Reliable Internet Access

2. Email Account

Please be aware that the email address you use for your DeNEF account will become a part of the official court record.

You will receive emails from:

wwnbecf_help

Please add this email addresses to your contacts/safe-sender list to ensure delivery of court notices/orders to your email inbox.

Note: Please do not reply or send emails to the above email addresses. Those email accounts are used for the sole purpose of sending emails and the inboxes are not monitored. Please contact your attorney (if any) regarding case related questions, or the Clerk's Office (304-233-1655) if you have any questions about the DeNEF program or court procedures. The Clerk's Office cannot offer you legal advice.

3. Adobe Reader

Court notices and orders will be sent as PDF documents. It is recommended that you use the latest version of Adobe Acrobat Reader software for viewing these PDF documents. If you do not have this software, you can download it free of charge.

If you are using a mobile device, please visit your mobile device's app store for a free download of Adobe Acrobat Reader.

4. Debtor's Request for Notice of Electronic Filing Request (DeNEF)

Debtors requesting email delivery of court notices and orders through the DeNEF program must complete and file a Debtor's Request for Notice of Electronic Filing (DeNEF). Debtors can file a DeNEF request form through their attorney electronically, on their own by mail, or over the counter at the Clerk's Office. Attorneys may file the Debtor's Request for Notices of Electronic Filing under: Bankruptcy, Miscellaneous, DeNEF. The Clerk's Office mailing address is: P.O. Box 70, Wheeling, WV 26003.